

News Letter

AMERICAN MANAGEMENT
ASSOCIATION

20 Vesey Street

New York, N. Y.

No. 26

January 15, 1926

Annual Convention

Stabilizing Business will be the main theme of the Annual Convention of the American Management Association at the Hotel Astor, New York, on March 3d, 4th, and 5th.

The program will include committee reports on: "The Line Executive's Part in Training," "Rating Employees," "Budgeting Man Power," and "Employee Investments in Company Securities."

Other topics include: "Principles Underlying Vacations," "Keeping Down the Cost of Company Publications," "Setting-Up a Forecasting Program," "Part-Time Education," "The Penalties of Irregular Business," "The Changing Status of the Worker," "Labor Banks and Insurance Companies," "Building and Loan Associations," "Credit Unions," "Employee Bank Savings Plans," and "How to Help the Employee Work Out His Own Insurance Program."

There will be meetings for Financial and Office executives on: "Rating Office Employees," "The Office Supervisor's Part in Training," and "Meeting and Minimizing Peaks in Office Work."

For Production and Operating executives there will be group meetings on: "Rating Manual Workers," "The Foreman's Part in Training," and "Planning and Maintaining a Regular Flow of Work."

For Sales executives there will be group meetings on: "Rating Salesmen," "The Sales Supervisor's Part in Training," and "Marketing Policies and Sales Methods that Stabilize."

What's Ahead for Management will be the theme of a luncheon meeting on Friday, March 5th, at which Mrs. Frank B. Gilbreth will present the main paper followed by remarks from the newly elected officers of the Association.

News Item

"Union-Management Cooperation in the Railway Industry—A Case Presentation of Effort towards Stabilization"—will be the subject of an evening meeting of the Taylor Society in the Auditorium of the Engineering Societies Building, 29 West 39th Street, New York, N. Y., on Friday, February 5, 1926, at 8:15 P.M. The topics and speakers will be:

"The Technique of Cooperation," by Otto S. Beyer, Jr., Consulting Engineer.

"Labor's Appraisal of Principles, Methods and Results," by Bert M. Jewell, President, Railway Employees Department, American Federation of Labor.

"Management's Appraisal of Principles, Methods and Results," by Sir Henry Worth Thornton, Chairman of the Board of Directors and President, Canadian National Railways.

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Public Personnel Studies

A limited number of the December issue of *Public Personnel Studies* are available at this office to those who wish to ask for them. Articles included in this magazine are: "The Amount of Sick Leave with Pay Taken by



Women and Men Engaged in Library Work"; "The Merit System Under the City Manager," by Harry W. Marsh; and "Partially Standardized Tests for Junior Clerk."

The Human Factor

To quote its own running head the *Human Factor* is "A digest of the best that is being done in personnel work in business and industry." Vol. I, No. 1 appeared on November 12, 1925, under the auspices of the Massachusetts Society for Mental Hygiene, and other issues will appear at first quarterly. For further information regarding this leaflet, write to the Editor at 5 Joy Street, Boston.

The National Association of Foremen

The statement of its history, purpose, constitution and accomplishments with suggestions for organizing local foremen's clubs is presented in a pamphlet recently issued, copy of which may be obtained by writing to H. LeRoy Neilson, Secretary and Treasurer of the above organization, in care of the Delco-Light Company, Dayton, Ohio.

All Aboard !

Here are some of the passengers on the A.M.A. special train to Kansas City attending the Conference on Employee Representation. There were 162 representatives at this meeting, many of them coming from such distant points as Portland, Oregon; Saint John, New Brunswick; Lynn, Massachusetts; Birmingham, Alabama, and New York.

So much interest was expressed in this subject that it was decided to hold another conference to discuss progress in employee representation plans next year and probably in the East.



New Memberships

The following Research Sustaining and Company members have joined the Association since November 1, 1925:

Research Sustaining

American Rolling Mill Company
Armour and Company
Rand Kardex Bureau, Inc.
Simonds Saw and Steel Company
Swift & Company
Tide Water Oil Company

Company

Boston Elevated Railway Company
British Empire Steel Corporation, Ltd.
Chicago Flexible Shaft Company
Crompton Company
The Cuba Company
Dayton Steel Foundry Company
Dictaphone Corporation
Duluth Show Case Company
Fleischmann Company
Jewel Tea Company
Kelly Springfield Tire Company
Lawrence and Company
Lewis Manufacturing Company
Long-Bell Lumber Company
Rowntree & Co., Ltd.
Tropical Radio Telegraph Company
S. S. White Dental Manufacturing Company

The following individual members have joined the Association since November 1, 1925:

Individual members—39
Professors—16
Junior Professors—1
Libraries—6
Students—53



Office Executives' Conference

The next meeting of the Office Executives' Division will be held in Chicago at the New Palmer House on February 18th and 19th. The program will include the following subjects: "Following Up Complaints and Errors"; "Intercommunication in the Office"; Measuring Office Output: "The Status of Measuring Office Work," "Units of Measurement for Office Work," "Methods of Measuring in the Office"; "Youth—the Beginning of Right Relations"; "Correspondence Manuals"; "Recent Developments in Job Analysis and Salary Standardization"; "Reduction of Noise in the Office" and "Tests for Clerical Employees."

All those interested in the above are urged to attend, and to bring the notice of this meeting to the attention of their friends and associates. There will be a dinner-dance on the evening of February 18th.

